



## **STATE AND CONSUMER SERVICES AGENCY**

### **ENERGY EDUCATION GRANTS**

#### **Application**

Applications must be delivered in a sealed envelope  
between  
September 1, 2001  
and  
December 1, 2001 at 5:00 p.m.

to  
State and Consumer Services Agency  
915 Capitol Mall, Suite 200  
Sacramento, California 95814

Attention: Tiffany Golden

Office hours: 8:00 a.m. to 5:00 p.m.

## **FOREWORD**

Dear Prospective Grant Applicant:

To implement legislation recently signed by the Governor, the State and Consumer Services Agency (SCSA) is allocating approximately \$1 million to award grants of up to \$3,000 for projects and activities that teach school children about energy conservation and efficiency at school or in the home. This program is designed to allow K-12<sup>th</sup> grade teachers or teams of teachers in public, parochial, and private schools, to apply for these grants. It offers an opportunity for different types of teachers -- art, drama, science, English, math, and others -- to develop creative approaches that promote energy conservation among their students. These grants are also available to teachers at non-profit educational organizations, such as after school programs.

Recently, the SCSA developed the "Kids' Flex Your Power Energy Challenge" -- an energy resources guide and activity kit for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade teachers -- to increase student awareness and understanding of energy conservation. In the past few months, more than 2,700 teachers have used this kit, and over 100,000 students have completed home energy audits. If you or your colleagues would like additional kits, please contact Claudie Kiti at (916) 651-8792 or [ckiti@scsa.ca.gov](mailto:ckiti@scsa.ca.gov).

In the next few months, SCSA will publicize several other innovative energy programs for teachers and students. Details regarding these initiatives will be available at [www.scsa.ca.gov](http://www.scsa.ca.gov) or [www.flexyourpower.ca.gov](http://www.flexyourpower.ca.gov).

As educators, you have the power to teach and encourage your students to adopt energy conservation habits that will last a lifetime. I hope that you review the attached materials and apply for an energy education grant. Thank you for your commitment to educate California's youth.

Best regards,

Aileen Adams  
Secretary  
State and Consumer Services Agency

## **I. GRANT GUIDELINES**

### **A. Applicant Eligibility**

- K-12 teachers or teams of teachers in public and private schools, as well as non-profit educational programs, in California.
- Teachers may apply in groups or individually; however, no more than five grants or \$15,000 total will be awarded per school.
- Eligible applicants must:
  - a. Submit an application as described in Section III, Application Instructions.
  - b. Comply with all procedures outlined in this Application.
- Projects must include:
  - a. A class field trip, teacher professional development activity, training program of other teachers, a home or school energy audit, and/or a benchmarking activity that establishes a baseline for classroom or school energy usage.
  - b. Incorporation of the “Kids’ Flex Your Power Energy Challenge” Activity Kit in lesson plans, if the applicant is a 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade teacher; and
  - c. A final report documenting project activities and outcomes to be submitted to the SCSA within 30 days of the project’s conclusion, or within 30 days of the end of the Grant Agreement, whichever comes first.

### **B. Grant Funding**

- Up to \$1 million in total funding will be awarded.
- Grants are available in amounts of up to \$3,000. Under special limited circumstances, SCSA may supplement a grant for additional project activities designed to further the purpose of the grant.
- Although applicants are responsible for requesting a specific amount of funding, SCSA reserves the right to award an amount other than that requested by the applicant. Applicants offered an amount other than that requested may decline to accept the award.

### **C. Eligible Projects**

- The list of eligible projects is varied. Examples of desirable energy conservation or efficiency projects include, but are not limited to: starting a school or community energy patrol, creating murals or sculptures, conducting science-based energy conservation experiments, designing and holding an assembly for the entire school promoting energy conservation, having a parents’ night where children educate their parents, producing a play, making an exhibit, and/or exploring the legislative process with students to develop ideas for energy bills.
- Projects must comply with the Evaluation Criteria referenced in Section II B.

### **D. Project Budget (See Attachment C)**

### **E. Grant Term & Timelines (See Attachment D)**

### **F. Application Filing Procedures**

- Applications must be received between September 1, 2001 and December 1, 2001 by 5:00 PM at:

State and Consumer Services Agency  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814

## **F. Application Filing Procedures** (continued)

- Applications must be submitted to SCSA in a sealed envelope marked “Energy Education Grant Application; Attention: Tiffany Golden.”
- It is the responsibility of the applicant to ensure that the application is received during the specified period mentioned above. SCSA will not be responsible for any late or incomplete applications due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient.
- All instructions must be followed, including submitting the applications in the specified format and order and providing all required information. Failure to do so may disqualify the application. All applications will be evaluated solely on their content. SCSA will not notify applicants regarding omissions or accept any late additions to the applications.
- Applications will be accepted and evaluated on a continuous basis during the filing period until allocated funding is exhausted or all eligible applications are funded, whichever occurs first. If any funds allocated to this grant program remain after the evaluation process is completed, they may be reallocated to other programs that further legislative intent.
- Applications will be time and date stamped. Any application received prior to the submission period or after the due date and time will not be eligible for consideration.

## **II. GRANT APPLICATION REVIEW AND AWARD PROCESS**

### **A. Application Review**

- Applications will be reviewed for compliance with the criteria set forth in this Application.
- Questions regarding the grant application process should be directed to:

Claudie Kiti  
916-651-8792  
egrants@scsa.ca.gov

### **B. Evaluation Criteria**

Applications will be evaluated and grants will be awarded based upon the following criteria:

- a. Project Description: See III 2 (Attachment B).
- b. Creativity.
- c. Effectiveness.
- d. Curriculum Standards.
- e. Likelihood of replication.
- f. Sustainability.
- g. Budget.
- h. Timelines.

### III. APPLICATION INSTRUCTIONS

All requested information must be provided in a clear and succinct manner. The application must be typed in 12 point font, double spaced, with all pages numbered consecutively, stapled, and printed on 8½" x 11" paper. An original and three copies of the application package must be submitted. Please do not submit covers, binders, or folders. All submitted applications and materials will become the property of the SCSA and not be returned.

The grant application must contain the following information, in the following order:

#### 1. Application Form (Attachment A)

- Fully complete application form. (Do not leave any section unanswered; if a section does not apply, please enter "N/A.")
- The application form must be signed both by the applicant (e.g., teacher, group of teachers) and an appropriate school administrator (e.g., principal, vice principal, or program coordinator).

#### 2. Project Description (Attachment B)

- Attach a brief but thorough description of the intended project. Statements must be typed, double spaced, and may not exceed two pages. Include all of the following:
  - a. Describe the project, detailing specific ways the project promotes energy conservation and efficiency in the home, school and/or community.
  - b. Provide details on the project's direct or indirect energy savings and/or the number of students reached.
  - c. Indicate whether this is a new project or a continuation of an existing project.
  - d. Specify project participants (e.g., anticipated number and grade level of students, teachers, and/or other partners such as local businesses, community centers, or non-profit groups).
  - e. Describe what students will learn as a result of the project and how the project improves their knowledge of energy conservation.
  - f. Identify the relevant California State Education Standards (one or more) that will be met through this project.
  - g. Describe the ways in which the project will improve your ability to teach energy conservation more effectively.
  - h. Discuss how your project can be replicated and sustained beyond the grant period, if possible.
  - i. Indicate whether your project contains a field trip, professional development activity, home or school energy audit, benchmarking exercise, and/or training of other teachers.

### IV. GRANT ADMINISTRATION

#### A. Grant Agreement

All funding decisions of the SCSA are final. Following SCSA's approval of the grant award, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. These documents, along with the applicant's Budget and Project Description, will comprise the Grant Agreement. Grant agreements must be signed and returned within 30 days from the date of SCSA's mailing of the agreement package. Failure to return the executed agreement within 30 days may result in revocation of the grant award. The Grant Agreement will be for a term of 12 months beginning on the funding approval date and terminating exactly one calendar year later. The project will be required to

**A. Grant Agreement** (continued)

comply with all applicable terms and conditions of the grant agreement. Failure to comply with the terms and conditions may render the applicant ineligible for further grant funds from SCSA until such time that terms and conditions are met.

**B. Payment of Grant Funds**

Once the Grant Agreement package is reviewed and finalized, funds will be released.

**C. Audit Requirements**

The grantee agrees that SCSA, the State Controller's Office, the Bureau of State Audits, and the Department of Finance, or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff of any subcontractor, vendor, or entity receiving benefit of the grant funds in performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

## ATTACHMENT A: ENERGY EDUCATION GRANT APPLICATION FORM

Applicant(s)/Primary Contact(s): \_\_\_\_\_

School Name: \_\_\_\_\_

School District: \_\_\_\_\_

County: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Principal Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

School E-mail: \_\_\_\_\_

Optional Contact Information: \_\_\_\_\_

By submitting this application, applicant acknowledges that: (1) applicant is authorized to submit the application, and (2) the information submitted is true.

Primary Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

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**ATTACHMENT B: PROJECT DESCRIPTION**

No more than two pages, front and back, in length.

See Section III 2.

## ATTACHMENT C: PROJECT BUDGET

Use the following table or a facsimile to provide budget information. Budget information should be itemized (e.g., cost of materials, professional development, field trip, training, substitute teacher, etc.). All expenses should be reasonable. Grantees should retain invoices, receipts, and other documentation for auditing purposes.

BUDGET ITEM	COST
TOTAL	

## **ATTACHMENT D: GRANT TERM AND TIMELINES**

Please answer the following questions (limit answer to one or two paragraphs):

1. What is the anticipated duration of this project?
2. What is the anticipated beginning date?
3. What is the anticipated completion date?
4. Are there any significant project milestones? If yes, what are the specific milestones and anticipated dates of completion?